



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

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GOVERNOR

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STATE SUPERINTENDENT

**SUMMER FOOD SERVICE PROGRAM**

**OPERATIONAL MEMORANDUM #2  
FISCAL YEAR 2013**

**SUBJECT:** Sponsor Application Deadline and Application Amendment Procedures

**DATE:** February 6, 2013

In accordance with Federal Regulation 7 CFR 225.6(b), the Michigan Department of Education (MDE) has established a Summer Food Service Program (SFSP) application deadline of **May 1, 2013**. The 2013 SFSP application is scheduled to open April 1, 2013 through the Michigan Electronic Grants System Plus (MEGS+).

- 1) The SFSP application on MEGS+ and all required documentation must be complete, correct, and received by MDE on or before May 1, 2013. Applications for the 2013 SFSP will **not** be accepted after this date.
- 2) The initial SFSP application must be approved and certified before any claims for reimbursement will be made available. Submitted applications will be processed in the order they are received. An approved application includes everything the sponsor submits and the state has approved on the MEGS+ application.
- 3) Sponsors must allow themselves sufficient time to complete the application process and make any potential corrections or additions in order to meet the May 1, 2013 deadline. Applications will only be returned to the sponsor for modifications after the initial application has been reviewed by MDE.
- 4) Initial application sites must be approved before beginning SFSP operations at that site. Meals served at a site prior to the site approval date cannot be claimed for reimbursement. If a sponsor is considering operating a SFSP site, the site should be included on the initial application to ensure timely approval and eligibility for reimbursement.

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- 5) Any changes, such as the addition of sites or meal types, maximum capacity increases, changes to beginning or ending dates, etc., on an approved application must be made through the application amendment process in MEGS+. Amended SFSP applications must be approved and certified by MDE before any changes can take effect. Failure to submit amendments in a timely manner could result in the loss of reimbursement to the sponsor.
- 6) Private Non-Profit Organizations (PNOs) are eligible to participate in the SFSP according to the same terms and conditions as other service institutions. However, PNOs participating in the SFSP must have private non-profit status under section 501(c) of the Internal Revenue Code of 1986 and be exempt from taxation under 501(a) of that code.
- 7) All sponsors, including PNOs, may be approved to operate a maximum of 200 sites and serve a maximum total average daily attendance of 50,000 children as permitted by 7 CFR 225.6(b)(6)(i).

Questions regarding this operational memo may be directed to Bryan Van Dorn or Stephanie Willingham at 517-373-3347.